

**Fermi National Accelerator Laboratory
Technical Division / Machine Shop
P.O. Box 500, M.S. 332
Batavia, IL 60510
Fax: (630) 840-8011**

Guidelines for Working in the Lab 2

I. INTRODUCTION

The Astrophysics group occupies office space, a small lab area, and an electrical equipment control room.

II. ACCESS/RESTRICTIONS

Working visitors will be expected to report to Astrophysics staff personnel. It is important that someone in a position of responsibility be aware of the presence of the working visitor in the event of an emergency situation.

B. Electron Beam Welding Room

The Electron Beam Welding Room is restricted to trained and qualified Machine Shop personnel.

C. Crane Operation

Operation of the overhead crane in Lab 2 is restricted to employees who have received approved training and can demonstrate competence in the hoisting and rigging activities proposed.

III. SAFETY

A. General

It is the supervisor's responsibility to ensure that personnel working in Lab 2 are properly trained and qualified to perform their assigned task.

Working visitors should familiarize themselves with the two ES&H bulletin boards located in the Lab 2 lunchroom. The bulletin boards list important information regarding safety procedures, building management, emergency wardens, etc.

Appendix A list phone numbers which may be useful to persons working in Lab 2.

B. Personnel Protective Equipment

Lab 2 Machine Shop areas have been designated as a safety footwear and approved eye-protection areas. All persons working in Machine Shop areas must wear approved safety footwear and approved safety glasses. Safety footwear and approved safety glasses are not required in office areas, lunchroom, or washrooms. "Visitor" safety glasses are provided in dispensers located at the Winnebago and Shabbona entrances.

C. Fire Alarm

Lab 2 is equipped with a sprinkler fire protection system. A fire alarm (constant klaxon) indicates a fire in the building. All personnel will evacuate the building upon hearing this alarm. In the event evacuation of Lab 2 is required, all occupants shall meet at the fire assembly point. (See attachment 1, Local Area Emergency procedures). Do not leave this assembly point. Staff personnel and/or emergency wardens will take a head count and provide further information. In the event of a fire alarm

and no Lab 2 staff or emergency wardens are present in the building, proceed to a safe location and dial 3131. Explain the nature of the emergency to the Emergency Services Department.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Village. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area, the Lab 2 Protomain Tunnel. (See Attachment 1, Local Area Emergency Procedures)

E. Radiation Safety

The Building Manager must be notified of radioactive material prior to delivery of materials to Lab 2.

The Electron Beam Welding room is designated as a radioactive control area, accessible by qualified personnel with current training.

All materials to be machined at Lab 2, unless certified new, will be surveyed for radioactivity and an appropriate label will be applied.

F. Harmful Material

There are various chemicals and solvents in Lab 2 that could be harmful if misused or used without the proper personal protective equipment. Material Safety Data Sheets (MSDS) for all such materials at Lab 2 are available at the MSDS station, located on the east wall at the Winnebago entrance. Working visitors who have occasion to use such materials must read and comply with the regulations on the appropriate MSDS. The Building Manager should resolve any uncertainty in the proper use of such materials.

Chemicals may not be brought into Lab 2 without the approval of the Building Manager. All chemicals brought into Lab 2 must be accompanied by the most recent MSDS and be able to be stored without requiring additional storage capabilities than already exist within the building. Such materials must not require any special protective equipment or disposal not already available.

G. Smoking Policy

In accordance with the Laboratory's adherence to the Department of Energy policy, smoking in Lab 2 is not allowed.

H. Eating/Drinking

Eating and drinking are not permitted in the Machine Shop areas of Lab 2.
Eating and drinking are permitted in the offices and lunchroom.

I. Children

Lab 2 offices are approved for access by children without prior Division Head approval. (Reference Policy TD-1040 Children in Technical Division Buildings)

J. Parking

Visitors and employee personnel may park in marked spaces along Winnebago street or marked spaces along Shabbona Street.

IV. COMPLIANCE

It is expected that all working visitors will comply fully with these guidelines. These guidelines have been developed to ensure that all operations at Lab 2 are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H Manual, non-cooperation or flagrant disregard for these regulations is grounds for disciplinary action or denial of access to these facilities.

**Guidelines for Working in Lab 2
35 Winnebago**

Appendix A

Fermilab Emergency Phone Number - 3131

Position	Name	Phone	Page	Long Distance Page
TD Senior Safety Officer	Rich Ruthe	5424	0280	(847) 536-0329
TD Radiation Safety Officer	Mike Herr	3382	0753	(847) 536-2668
TD Waste Coordinator	Mike Herr	3382	0753	(847) 536-2668
Lab 2 Building Manager	Roger Hiller	3713	0854	-
Lab 2 Alternate Building Manager	Jerry Peterson	3711	1162	-